



**REGULAR BOARD MEETING
University Park Plaza
Conference Room A – 4TH Floor
2829 University Avenue S. E.
Minneapolis, Minnesota 55414**

Minutes

May 17, 2013

Members Present: David Hallman, LSW
Jacqueline Johnson, LICSW
Rosemary Kassekert, Public Member
Janna Kovach, LSW
Kenneth Middlebrooks, Public Member
Carol Payne, LSW, Secretary Treasurer
Ruth Richardson, Public Member, Vice Chair
Nicole Roiger, LSW
Tamerlee Ruebke, LSW
Beverly Ryan, LISW
David Sandry, Public Member
Angie Stratig, LICSW

Members Absent: Christine Black-Hughes, LICSW, Chair

Staff Present: Louis Hoffman, Director of Compliance
Michelle Kramer-Prevost, LISW, Staff Social Worker
Sheryl McNair, LICSW, Assistant Director
Connie Oberle, Office Manager
Kate Zacher-Pate, LSW, Executive Director

Staff Absent: Brenda Mammenga, Recording Secretary

1. PROPOSED AGENDA [Attached]

Richardson, Vice Chair, in Chair Black-Hughes absence, called the meeting to order at 9:05 a.m. A quorum was present and the Board unanimously approved the proposed agenda.

2. MINUTES FOR MARCH 15, 2013 BOARD MEETING [Attached]

The Board of Social Work (BOSW) reviewed the March 15, 2013 minutes.

A motion was made by Middlebrooks, and seconded by Ryan, to approve the March 15, 2013 minutes. The motion carried unanimously.

3. COMPLIANCE COMMITTEE: Hallman, Hoffman [Attached - some documents non-public] [Executive Session – portion closed to the public]

- Hoffman reported there are 10 additional cases from the March 4 report and approximately 15 more have been opened since this report was prepared on May 8.
- Several cases have moved from the 0-3 month category to the 3-6 month range.
- The backlog of unlicensed practice cases is smaller and there are approximately a dozen new unlicensed cases per month.

Executive Session-Closed to the Public from 9:13 – 9:42 a.m.

A motion was made by Compliance Panel B to affirm the Stipulation and Order in the Matter of Michael R. Norman, LICSW # 15199. The motion carried unanimously

Assistant Attorney General Bryan Huffman appeared as the Board's advising attorney and Assistant Attorney General Gregory Schaefer represented the Compliance Panel in the contested case hearing of David A. Johnson, Expired LSW License #16254. Mr. Johnson did not appear at the hearing.

A motion was made by Compliance Panel B to approve the Findings of Fact, Conclusions and Final Order in the Matter of David A. Johnson, Expired LSW License #16254. The motion carried unanimously.

4. EXECUTIVE DIRECTOR REPORT & 2013 LEGISLATIVE UPDATE: Zacher-Pate [Attached]

Zacher-Pate made the following comments:

2013 Legislative Session Update

- Session is scheduled to end May 20, 2013. An oral report will be provided to highlight bills relevant to the BOSW and health-related licensing boards.
- BOSW bill amending the 2013-2014 grandfathering to include tribal organization personnel [HF 1210 & SF 953] was signed into law in Chapter 25 by the Governor on April 25, 2013. This bill passed both the State House and Senate unanimously, and will be effective August 1, 2013.
- HF 1233 [SF 1034] HHS Omnibus Finance Bill is in Conference Committee and includes:
 - Original BOSW base budget appropriation included in the Governor's bill; \$1,054,000 in both FY 14 and FY 15.
 - During early Conference Committee an additional 1% was added to all HLB base budgets in the House bill. This changed the BOSW base budget in the Omnibus Finance bill, HF 1233, to \$1,061,000 for FY 14 and \$1,069,000 for FY 15.
 - HLB "investment change items" including the BOSW "investment change item" for additional staff to enhance the Board's complaint resolution process, in the amount of \$55,000 in FY 14 and \$56,000 in FY 15, was approved in Conference Committee on May 2. This amendment to HF 1233, Article 14, would increase the BOSW base appropriation to \$1,109,000 in FY 14 and \$1,110,000 in FY 15. It is unclear whether the 1% across the board increase for the HLBs will remain in the bill in addition to the investment increases.
 - Health Licensing Board (HLB) criminal background checks [HF 1002 & SF 588]:
 - The Senate accepted the House version, and the appropriation for the needed infrastructure is under consideration.

- Maternal depression public education [SF 1034 Omnibus bill]:
 - The original bill was amended to no longer require a specific number of CE hours for licensees who work with these clients, but states “shall provide educational materials” to licensees on effects of parental depression. Each of the seven boards who are required to comply was granted a \$1,000 appropriation.
- School based mental health services [HF 562 Original]:
 - The bill language includes reimbursement for clinical services provided by “mental health practitioners” licensed by one of the four “mental health licensing boards” under Medical Assistance.
- SF 1589 (2nd engrossment) Article 7, Compensation Council, requires:
 - The Commissioner of MMB must contract with an independent consultant to conduct a comprehensive market analysis of compensation for managerial positions in the executive branch to align compensation with comparable positions in the private and public sector.

2013-2014 Grandfathering for City, State, and Private Nonprofit Nontribal Agencies

- On April 25, 2013 the Governor signed the BOSW bill amending the 2013-2014 grandfathering to include tribal organization personnel and will be effective August 1, 2013. Update provided in Licensing Unit Report Agenda item #5.

Board Member Vacancies Effective January 7, 2013

- Applications for the seven BOSW vacancies are still being reviewed by the Governor’s Office as there was a shortage of “public member” applications. However, progress is being made on the licensed professional member seats. No appointments have been made yet at the drafting of this report.

BOSW IT Initiatives

- As reported at the March 15 Board meeting the BOSW is being directed by MNIT to implement a new licensing system replacement project. This directive is based on the Department of Administration report and recommendations to the Legislature regarding the best HLB licensing systems.
 - BOSW Staff is working with a Steering Committee and has completed a systems analysis and cost projections, the Statement of Work (SOW), and Certification forms to identify the “project deliverables” and begin the contracting process.
 - The project cost is estimated at approximately \$275,000 with a target completion date of fall 2014.
 - Nine of the HLBs will be developing a “common platform” in order to better leverage resources and will add the necessary unique features to meet individual statutory and business requirement needs.
- Ongoing IT initiatives include:
 - The transition to the MNIT Service Level Agreement (SLA) structure will take full effect July 1, 2013. MNIT is providing some budget information.
 - Work continues on the scanning of file data from the contracted off-site scanning vendor.
 - Planning is underway to implement a new website software platform, Tridion, which will enhance performance and “look and feel”.

Updated HLB Lease Agreements

- Work is underway to negotiate an extension on the current HLB lease agreements with University Park Plaza. Leases will likely be extended from 2018 to 2021 at the current lease square footage cost.
- BOSW is exploring securing additional office space to better serve business needs.

MS 148E.035 Variance Requests

- Two variance requests have been denied, under MS 148E.035, since the March 15 Board meeting.

Other

- Glenda Dewberry Rooney will provide diversity training at the July Board meeting on African American culture.
- Board members currently using laptops will receive new I-pads and training on the devices and the new remote access system in July.

5. LICENSING REPORT & EDUCATIONAL SESSION-Licensees and Scopes of Practice: McNair, Kramer-Prevost

McNair reported the following:

Licensing Unit numbers continue to climb.

- Following is a comparison of the number of applications received during the first 4 months of 2013 compared to 2012:
 - 275 LSW applications in 2012; 308 in 2013 for a 12% increase
 - 283 LGSW applications in 2012; 341 in 2013 for a 20% increase
 - 11 LISW applications in 2012; 25 in 2013 for a 127% increase
 - 70 LICSW applications in 2012; 135 in 2013 for a 93% increase
 - Overall, 639 applications in 2012; 809 in 2013 for a 27% increase.
 - Grandfathering applications: 20 LSW, 16 LGSW, 11 LISW, 30 LICSW for a total of 77 applications
- There has been an increase in temporary license applications. Also, there will be an increase in applications beginning August 1, 2013 as the tribal agencies have been added to the grandfathering provision.
- 107 notices regarding transition period exceptions were mailed to current licensees, and this provision is effective from January 1, 2013 through December 31, 2017. The provision allows licensees who are currently licensed through a previous grandfathering period or an individual licensed through current grandfathering to move to another licensure category without holding an accredited Council on Social Work Education (CSWE) degree in social work or doctorate degree in social work. The transition period exception is not a part of the grandfathering provision as licensees applying under this exception must take the licensure exam and, if applying for the LICSW license, must also meet the 360 clinical clock hour requirement.

McNair asked for ideas on future educational topic presentations at Board meetings. There was a discussion about training on the pros and cons of universal licensure and asking ASWB to give the Board training on this topic, or jurisprudence exam training which is a test on the state law.

Kramer-Prevost distributed “BOSW Four Licenses” which provides information on the requirements for the Licensed Social Worker (LSW), Licensed Graduate Social Worker (LGSW), Licensed Independent Social Worker (LISW), and the Licensed Independent Clinical Social Worker (LICSW).

Kramer-Prevost also distributed the “Board Definition of Social Work Practice” which is the statutory definition of social work practice. The Board has both title and practice jurisdiction which applies to all applicants and licensees, all persons who use the title social worker, and all persons in or out of this state who provide social work services to clients who reside in this state unless there are specific applicable exemptions provided by law. The definition of social work practice is broad and includes, direct, indirect and clinical practice. Many different titles fall into the definition of social work practice. A determination is made whether an individual in a position is required to be licensed based on the position description responsibilities, qualifications, and whether providing social work services in a position for which the educational basis is the

individual's degree in social work. The Board can require an individual to be licensed even if the employer does not require the person to be licensed.

**6. CONSIDERATION OF 2013-2014 GRANDFATHERING “STATE” AGENCY ISSUE:
Zacher-Pate, McNair [Attached]**

Zacher-Pate thanked Tim Quicksell from Minnesota Management and Budget (MMB) for being at the Board meeting today and also thanked Cindy Lucas and Jody Hebert, MMB Human Resources (HR) Staff, who have been very accessible and collaborative to determine how the change in the state agency licensing exemption impacts state agency employees.

Staff is requesting guidance from the Board regarding the interpretation of the term “newly employed” as it relates to state agency employees, based on the changes to the licensing exemptions, effective July 1, 2016. This provision is specified in part, in MS 148E.055, subdivision 1, paragraph (c) clauses (1) and (2). State of Minnesota Human Resource Staff and BOSW Staff have had two meetings to identify the issues and questions. In order to comply with the Statute, and to enable stakeholder groups to proactively prepare for the change in licensing requirements,

The impact of the new legislation is that any Minnesota state agency employee hired on or before July 1, 2016 is not required to be licensed by MS 148E.055, paragraph (c). Licensure of these individuals continues to be voluntary regardless if they use the title of “social worker” or practice social work with a CSWE accredited social work degree. The change in law applies only to “newly employed” individuals.

There seems to be one primary question related to BOSW exemptions language (MS 148E.065, Subd. 4): in which situations might a state employee be considered “newly employed”? In considering “newly employed” as it applies to specific situations, the Board may consider the following:

- Statutory language
- Legislative intent
- Impact on state employee workforce and mobility via promotion, transfer, demotion, layoff-related “bumping”, return to work from layoff, post-retirement option (PRO) appointments, provisional appointments, and intergovernmental transfers to state agencies from other public jurisdictions
- Administrative Procedures and other laws governing State Agency Employees
- Possible conflicting BOSW and State of Minnesota HR statutes and regulations

There are three overarching criterion involved in most of these situations that must be considered when making the necessary decisions regarding employee movement within state service. Does the “change” involve:

- “Continuous” employment without a break in employment status/service?
- Maintaining the same/higher classification or a different job classification?
- Movement within the same state agency or movement to a different state agency?

Based on a recent telephone conversation with MMB HR staff, Zacher-Pate said that it appears that a lateral transfer of a state employee would not be considered newly-employed as there is continuous service within the same agency. Quicksell clarified that a lateral transfer is a social work job classification transfer to another social work job classification within a state agency or to a different state agency based on compensation. Quicksell also added that an employee may move within transferable classes and the classification may be different, but it is considered transferable on the basis that they typically fall within two salary range levels.

Also, on the HR side of a transfer promotion or demotion, the employer (the state) holds the ability to require minimal qualifications including licensure.

Issue: It appears the following situation would not constitute “newly employed”:

- A lateral transfer with continuous service within the same state agency
- **Consensus: No, does not constitute “newly employed”**

Issue: It appears the following situation (would not or may not?) constitute “newly employed”:

- A lateral transfer with continuous service to a different state agency
- **Consensus: No, does not constitute “newly employed”**

Issue: It appears the following situation would not constitute “newly employed”; however, may require licensure based on the BOSW scope of practice licensing authority, or perhaps a State agency minimum qualification requirement (if for example the LICSW license is required for a particular classification):

- A promotion or demotion to a different job class where a change in the scope of practice requires licensure different from that held for the employee’s current job
- **Consensus: No, does not constitute “newly employed”; is a situation of employment requirement**

Issue: It appears the following situation would constitute “newly employed”:

- A state agency hire from a non-state public sector agency (which is not an Intergovernmental Transfer [which the Board will consider separately – see below]), or the private or non-profit sector
- **Consensus: Yes, does constitute “newly employed”**

Other situations include:

- **Issue:** Layoff Status:
 - Employee is on “active appointment” while on layoff status
 - Employee will be placed on the layoff list for their current job class and, upon request, formerly held job class(es) for a period of time equal to the employee’s state employment to a maximum of four years
 - If recalled can return to job in same or different agency
 - If recalled can return to formerly held class
 - **Consensus: No, call back does not constitute “newly employed”**
- **Issue:** Intergovernmental Transfers:
 - Transfers to state agencies from other public jurisdictions, including city, county, Federal, Metropolitan Council when the candidate meets the minimum qualifications. This can be a transfer or demotion. There may or may not be a break in service between employment with the city, etc. and the state agency.
 - **Consensus: Appears complex, uncertain; may depend on specifics of situation; no clear answer at this time**
- **Issue:** Post Retirement Option: [MS 43A.346 and MN PERSL Policy 1408]
 - Opportunity for newly retired state employees to return to limited state service
 - Must be a break in service for 30 days
 - Then can return to 50% employment status for a maximum of 5 years
 - Beneficial to workforce as a way to retain and transfer needed knowledge as “baby boomers” retire

- **Consensus: Based on the required “break in service”, consensus is “yes”, is “newly employed”**
- **Board recognized the barrier this may present to a very valuable work force option**
- **Board directed BOSW Staff and State HR to explore options/solutions, including possible legislative change to MS 43A or MS 148E**
- **Issue: Provisional Appointments [MS 43A.14, subd.4]**
 - Licensure is required, but fully qualified and licensed professionals for hard to recruit positions are not available
 - Candidate is provisionally appointed as no other applicant is suitable, when qualified in all respects but completion of licensure
 - Rarely used and allows for additional time when “provisionally appointed” to complete licensure requirements
 - Used for other professions requiring licensure, including teachers
 - **Consensus: Yes, constitutes “newly employed”; no exemption in MS 148E after July 1, 2016. May be possible to utilize BOSW Endorsement application provision or the Temporary License provision.**

Questions for the Board to consider regarding the need to be licensed as of July 1, 2016:

- Does movement from one state agency to another, without a break in state service, constitute “newly employed”?
 - **Consensus: No**
- Is the level of position being moved to without a break in state service between state agencies relevant, for example, is there a difference between a transfer and a promotion re: “newly employed”?
 - **Consensus: Likely, based on MN HR definition of “lateral transfer”. Example: If go from Supply Clerk to Social Work classification, likely “newly employed”**
- Does being recalled to a current or former job class from “lay off” status constitute “newly employed”?
 - **Consensus: No, not if recalled from lay off status**
- Does an intergovernmental transfer constitute “newly employed”?
 - **Consensus: Perhaps, may depend on unique situation**
- Does returning to state service in the “post retirement option” constitute “newly employed”?
 - **Consensus: Yes, does constitute “newly employed”; explore ways to minimize barriers**

Richardson thanked Quicksell for his attendance at today’s meeting.

Lunch [11:40 a.m. – 12:10 p.m.]

7. COMMITTEE & LIAISON REPORTS:

F. Executive Committee (EC): Black-Hughes, Richardson, Payne

Richardson reported the following in Black-Hughes absence:

- The committee discussed streamlining the Board’s election process by having the elections in September instead of November; having the applicants present on their skills, goals, and vision for the Board; and having the former chair serve as a non-voting member on the EC to assist with the transition. These changes would require changes in the bylaws on which the EC could make recommendations to the Board at the July Board meeting.

- ASWB is seeking nominations for the Sunny Andrews Award for member Board volunteers as well as nominations for Treasurer, Director at Large, and both Public and Professional positions on the ASWB Board.
- Minnesota Management & Budget (MMB) is required based on legislation enacted during the 2013 session to conduct a compensation study for State management level positions including EDs. The EC will review Zacher-Pate's current job description to ensure it is up to date.
- The Board was asked for a volunteer to replace Wilcoxon on the CEOC and Richardson agreed to chair the committee.
- The Executive Committee approved Zacher-Pate's performance evaluation which occurred at the January Board meeting. Zacher-Pate received the highest ratings in the evaluation, and granted an achievement award.
- Staff has received a 2% wage increase.

[Richardson left the meeting at 12:14 p.m. and Board Treasurer Payne began chairing the meeting]

A. Advisory Committee (AC): Kovach [Attached]

Zacher-Pate reported the following:

- Gertrude Buckanaga has agreed to serve on the AC as the American Indian Mental Health Advisory Council representative.

B. Application Review Committee (ARC): Black-Hughes, Stratig, McNair

McNair reported the following:

To date, 77 grandfathering applications have been submitted and 25 individuals have completed the process and become licensed through the grandfathering provision. Recent application issues considered by the ARC have primarily related to if a particular employment setting meets the requirements in statute.

7. COMMITTEE & LIAISON REPORTS: [Continued]

C. Association of Social Work Boards (ASWB): Middlebrooks, Johnson

Report from Spring Educational Meeting April 11-14, 2013: Zacher-Pate, McNair

"Continuing Competence: A Critical Refueling Station on the Regulatory Roadway"

Zacher-Pate reported the following:

- Zacher-Pate is the Chair of the Administrator's Forum and 17 jurisdictions were present with 24 people attending. Pat Olinger, Manager of ASWBs' Candidate Registration Center reported that in calendar year 2012 they received 65,600 examination-related telephone calls, over 35,000 individuals registered for exams, and over 34,000 individuals completed the examination. The incident rate with exam administration was at 1.2%. ASWB and Pearson Vue have permitted candidates to register online and 71% did so. Also, a new exam feature is that every applicant has the ability to enlarge the exam's font from 12 to 24 points.
- Dan Sheehan, IT Manager, presented on the Public Protection Database (PPD). ASWB is the Board's PPD agent and reports disciplinary and corrective actions to the National Practitioner Databank (NPDB). NPDB has merged with the Health Integrity Protection Databank (HIPDB).
- Hoffman made a recommendation that ASWB include the following on the database chart: the number of licensees in each jurisdiction, how long they have been licensed, and the date jurisdictions began reporting. Sheehan will add the variables to the report.
- ASWB is developing a new board administrator training program.
- Topics for discussion included the following:

- National Center for Health Workforce Analysis (NCHWA) is working with ASWB/CSWE/NASW on a behavioral health minimum dataset project to provide information about the national social work workforce.
- Educational opportunities.
- North Carolina has developed a self-evaluation tool which may be included in the Board's strategic plan.
- British Columbia is developing a public education program.
- A number of states have adopted state laws to address military personnel workforce issues.
- Mary Jo Monahan, LCSW and ASWBs' new Executive Director, asked Zacher-Pate to join the Board of Directors at ASWBs' national strategic planning meeting in August.
- Zacher-Pate attended a session presented by Dale Atkinson, ASWB General Counsel, on "All About Continuing Competence", an explanation of education, experience, and examination.
- Within six months there have been new CEOs in ASWB, CSWB, and NASW. CSWE provided the following social work academic program statistics: There are 706 programs nationally including 483 BSW, 223 MSW, and 36 programs in candidacy. In 2011 there were approximately 60,000 BSW students enrolled with over 14,000 BSWs graduating, and 50,000 MSW students enrolled with 20,500 graduating.
- CSWE's Education Policy & Accreditation Standards (EPAS) which were reconfigured in 2008 to become outcome based with curriculum objectives will be reviewed and a new EPAS created in 2015.
- Darla Spence Coffee, MSW and President and CEO of CSWE, spoke on "Merging with Fast Traffic: How Educational Standards Connect with Continuing Competence" and discussed whether academics should be licensed.
- Four faculty members from Texas State University presented on electronic curriculum in "How Does This Newfangled Car Perform on the Road? Social Work Education and the Online Superhighway".
- Several years ago ASWB asked the member boards about posting examination pass/fail rates by colleges and universities on their website. BOSW recommended posting the statistics; however, ASWB decided they would not post them on their website but the boards could choose to post them on their individual websites.
- British Columbia (BC) presented on "Getting the Car Inspected and License Before Hitting the Road: High Stakes Exams". BC did extensive research, a survey, and panels on education and the exam and created the "Social Work Entry Level Competency Profile" and identified 201 items that should be considered competencies for social work practice of which 152 are included in the profile.

McNair thanked the Board for the opportunity to attend the ASWB Spring meeting and reported the following:

- David Swankin, Director of the Citizen Advocacy Center (CAC) in Washington, D.C., presented on the role of continuing education (CE) as a measure of competence. He stressed that CE is a tool or means, rather than an end for demonstrating current competence. Swankin stated that the current CE system is deeply flawed because it is structured around participation, not performance improvement, as it should be. A licensee needs to not only know what they need to do to shore up their practice skills, but they need to do it! For example, you could require that a licensee take a course in record-keeping, because their record-keeping habits are poor. And yet the real question is: "Did the course they took in record-keeping improve record-keeping in their practice?" The CAC developed the following five-step CE model: (1) complete a periodic assessment of knowledge, skills, and performance; (2) develop a personal improvement plan based on the assessment; (3) implement the personal plan; (4) document; and (5) demonstrate/evaluate current competence.

The CAC stressed that feedback from others enhances a self-assessment. Methods for demonstrating current competence may include peer review, consumer satisfaction survey, chart review, written or oral exam, performance evaluation, program portfolio, or CE based on needs assessment followed by a test to verify mastery of the material.

- Susan Layton, Director of The Federation of State Boards of Physical Therapy (FSBPT), presented on FSBPT's continuing education on-line initiative which is outcome-based with CE options to fit individual needs. Their aPTitude program is used by licensees to find CE activities and record their continuing competence activities. It is a place where CE providers can publish their offerings and receive feedback. It is used by licensing boards to share state CE requirements and verify licensee CE compliance. FSBPT also offers a Practice Review Tool (PRT) which is an objective self-assessment tool that evaluates a licensee's strengths and weaknesses. An optional score is reported only to the test-taker to use as a starting point for creating a personal continuing competence plan. FSBPT has also developed jurisprudence exams for licensing boards to use to measure licensees' knowledge of state laws and regulations under which they practice. All services are free.

D. Communication Education Outreach Committee (CEOC): Richardson

Zacher-Pate reported there was no meeting. Staff is updating the trifold brochures on supervised practice, continuing education, when a license is required, and compliance.

E. Council of Health Boards: Kassekert

Kassekert reported there was no meeting.

G. Finance Committee: Payne [Attached]

Payne reported the following:

- The budget is at 83% of the fiscal year. Direct operational expenses paid through April 30 are at 52.26% of the budgeted amount, the IT budget is at 58.57 %, and indirect operational expenses are at 78.90%. The AG budgeted amount is at 90.45% and paid through March. The total direct and indirect costs are in error at 26.76% and will be verified and corrected with Juli Vangsness from ASU.
- The receipt report is through April 30, 2013. Total revenues are at 95.83% with many of the categories over 100% due to the increase in licensing numbers.
- Both the cost to implement the investment change item for an increase in staff of .7 FTEs and to occupy additional office space are financially doable under the projected budget.

H. HPSP: Kassekert

Kassekert reported there was no meeting.

I. Legislation & Rules Committee: Hallman

Hallman reported there was no meeting.

J. Legislative Task Force: Middlebrooks

Middlebrooks reported there was no meeting.

K. Nominating Committee: Sandry

Sandry reported there was no meeting. Nominations for officers will be sought at the next meeting. Zacher-Pate noted she is in contact with the Governor's Appointments Secretary and the Governor has not yet made Board member appointments.

8. PUBLIC COMMENT

There was no public comment.

9. OTHER BUSINESS

Stratig presented a gift of wild rice to Zacher-Pate and the Board from the American Indian Mental Health Advisory Council for the excellent work to include tribal agencies in the grandfathering licensure provision during this year's legislative session. Zacher-Pate extended appreciation for the gift.

10. ROUNDTABLE

- Oberle said there is a new expense form and she will forward a copy to Board members electronically.

11. ADJOURN

The meeting adjourned at 1:15 p.m.

Respectfully submitted,

Carol Payne, LSW
Secretary-Treasurer